



ADMINISTRATIVE OFFICE ASSISTANT (Part-time)

Job purpose

The Administrative Office Assistant position is responsible for coordinating and strengthening the Coalition's strategic operational and administrative performance. Coordinates and oversees the Coalition's office functions for adequate cost control, smooth financial processes, and billing. Coordinates a variety of day-to-day office and clerical tasks to ensure that office operations are efficient and add maximum value to the organization. Provides strategic administrative solutions and processes that support the mission, goals, and objectives of the Coalition to Stop Violence Against Native Women (CSVANW). This is an hourly paid position.

Duties and responsibilities

- Collaborates with CSVANW team to analyze and prioritize current and future operational needs and coordinates the day-to-day administrative functions of the office.
- Supports Finance Manager with invoicing, collection, and reconciliation of monies for state and federal grants, handles monthly grant billings and monitors bank accounts and financial statements.
- Provides administrative support to the CSVANW team and ensures fiscal and personnel records are complete, current, and accurate.
- Maintains necessary insurance records and works closely with CSVANW vendors on contracts.
- Coordinates employee payroll, benefits, and HR with assistance from Executive Director. Prepares new hire paperwork related to payroll processing, system orientation including timesheet orientation, timekeeping procedures, maintains updated time allocations for employees and is responsible for the timely filing and payment of all payroll related tax deposits and filings.
- Performs other duties as may be assigned by the Finance Manager.

Qualifications

A combination of work/education and life experiences that demonstrate an understanding of domestic and sexual violence and how they intersect with other forms of oppression. Demonstrated knowledge and a minimum of two years work experience in one or more of the following:

- a social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- grass-roots or community organizing efforts addressing social inequities
- general front office support in a non-profit or within a tribal entity

Skills, knowledge, and abilities

- Knowledge and general understanding of operative standards and grant reporting of non-profit organizations.
- Demonstrated ability to clearly establish goals and objectives; plan/organize activities and projects; demonstrate good negotiation skills; work independently; and demonstrate good judgement.



- Capability to handle sensitive information in a mature and professional manner; and maintain confidentiality.
- Initiative to establish and maintain effective interpersonal relationship with co-workers; colleagues; collaborative partners; board members, governmental officials, volunteers, and community.
- Utilize computer equipment, software, and other electronic devices to perform work effectively and efficiently are desirable. Knowledge of Microsoft Word, Excel, PowerPoint, Zoom, Calendly and database management software is desirable.
- Experience working with tribal communities; cultural sensitivity to the needs and distinct tribal and cultural ways of CSVANW's region of tribes, nations, and Pueblos.
- Flexible.

Working conditions

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of office work setting.
- As a condition of employment, a person may be required to work weekends and/or during the evenings. Often, the work may require travel to other locations throughout New Mexico and some national travel.
- Requires sufficient detailed-oriented and organizational skills to operate and work in a business office including organizing, coordinating, exercising decision making, analyzing, negotiating, interpreting, communicating interpersonally, providing others with directions, and planning of activities and situations.
- Must be able to communicate clearly in both written and verbal forms. Initiate personal verbal presentations before various group sizes.
- Requires sitting a majority of the time, with walking and standing performed about one-quarter of the time.
- May occasionally require lifting of various materials and equipment to a maximum of 15 pounds.
- 24 hours a week and open to being flexible with their schedule.

Compensation

CSVANW is dedicated to promoting an environment of collaboration and workplace flexibility. Hourly pay ranges \$20.00 – \$25.00 per hour based on experience.

How to Apply

Submit your cover letter, resume, and writing sample (maximum length one page) that you believe best expresses your commitment and passion for this position to:

CSVANW at info@csvanw.org. If you have questions about the position, please contact Orlinda Abeyta at: oabeyta@csvanw.org.